

REPORT TO

RECORDS MANAGEMENT
RECORDS DISPOSITION BRANCH

Report for the week ending 7 January 1954 from the

Medical

The filing system developed during the records survey of this office has been installed. Training of personnel will be initiated promptly. The retirement of the medical chart files and x-rays for separated employees continues.

General Counsel

The files planning phase of this project is progressing slowly but definite and acceptable plans will be developed.

Records Disposition Plans

Analysts of this Branch are currently developing plans for the overall establishment and operation of the Agency records scheduling program. It is hoped that the major portion of these plans can be incorporated in a disposition handbook and published for Agency use.

25X1

Chief, Records Disposition Branch

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Report for week ending 7 January 1954 from
FORMS MANAGEMENT BRANCH

A statistical summary of forms handled during the first six months, FI 54 revealed that as of 1 July 1953, 814 controlled forms were in use. 169 new forms were added and 30 were obsoleted for a net increase of 139. As of 1 January 1954 there were 953 active forms. 686 requisitions were handled in the six months period.

25X1 Detailed discussions of the basic plan for forms management in
the Agency were held [redacted] Further discussions with
25X1 [redacted] will be required to clarify all aspects of program
requirements.

Discontinuance of a duplicate functional file maintained by O & M
and its transfer to Vital Materials was discussed with [redacted]
O & M. While previous discussions with [redacted] and other O & M
personnel had lead to the belief that our aims could be realized,
25X1 subsequent developments seemed to indicate that the proposal was
being stalled. While [redacted] did not appear to be too favor-
ably disposed to the proposal he did agree to consider and discuss
it with other O & M staff members.

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Another meeting was held with [redacted]
DE/P to discuss the redrafted FI Information Report. Certain changes
were agreed to and the form was returned to the Printing & Reproduc-
tion Plant for redrafting and new photostats.

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Final-type copy and photostatic copies of the redrafted [redacted] Informa-
tion Report form were obtained and turned over to [redacted]
[redacted] for final coordination.

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25X1 [redacted] will be absent for an extended period because of
jury duty. Work on development of the index has been suspended
pending her return or availability of other assistance.

25X1 Justification for revision of the forms numbering system has been
prepared for submission to [redacted]

25X1

[redacted]

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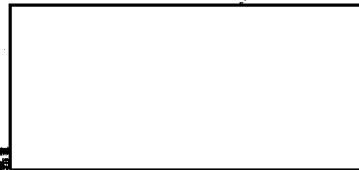
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Current requests for approval of new, revised and reprinted forms:

Type	No. of Copies
New 2	4,000
Revised 0	0
Reprints 3	15,000
Totals 5	19,000

Forms obsolete -- 2

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Report for week ending 6 January 1954 from MACHINE RECORDS BRANCH

Administrative:

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A condition that creates a hazard, and to some extent interferes with operations, still exists in the areas occupied by Machine Records Branch. There are raised concrete sills at the entrance to the wings and in the corridor at a fire door. It is very difficult to push carts loaded with trays of cards over these sills. In most cases, female employees cannot accomplish this without help from the men. It is even more difficult to move heavy machines over these sills, and there is always the possibility of damaging the machine by breaking the legs or casters unless the machine is lifted over the sills. Removal of these sills or ramps over them was requested by Machine Records Branch when they moved into this area.

Operational:

Special Projects - Beginning 4 January 1954, Machine Records is being furnished daily employee production reports from Printing and Reproduction Division. These reports are the source of information that is being transferred to punch cards, and from the punch cards, recurring reports and statistics will be furnished Printing and Reproduction Division on a weekly basis.

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Chief, Machine Records Branch

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Report for the week ending 7 January 1954 from the RECORDS SYSTEMS BRANCH

25X1 [] has been designated as an interim Area Records Officer for the Office of Training, and he is presently spending some time with various staff members of the Records Services Division for indoctrination in Records Management principles. Prior to [] 25X1 with representatives of this Division, he had enthusiastically attacked the problem of adapting the proposed Agency filing system to the Office of Training. In doing so, he had deviated somewhat from the standards which we wish to maintain, but following a discussion period, he has agreed to change his adaption. He is now preparing a revised draft for circulation and comments in the Office of Training.

25X1 and [] of the Office of Training met with [] 25X1 and [] to discuss participation by this office in three meetings scheduled by the Office of Training to be held on 19 January, 26 January and 2 February. These meetings will be with training officers, administrative officers, and some clerical and stenographic personnel from the DD/A, DD/I and DD/P areas. The purpose of the meetings is to discuss the clerical training needs in these offices and [] re- 25X1 quested that someone from the Records Services Division give approximately a 5 minute talk on the proposed Agency filing system, and be prepared to answer any questions that may be asked. [] 25X1 was assured that we will be glad to participate.

For the past several weeks this office has had on loan from the Motor Pool a vehicle specifically assigned to handling special service requests between the Machine Records Branch and the Payroll Branch. The vehicle was withdrawn this week and it is believed that we will have some difficulty meeting the requirements for this special service. A log is being maintained to document the exact amount of time required for these trips and to record any difficulties in meeting the requirements with the present number of vehicles assigned.

25X1 [] the Motor Pool has assured us that although the vehicle and the chauffeur used for the daily TS cable run will be charged to the Motor Pool, we will continue to have their use.

OSI has now furnished us with a list of their Vital Materials and a schedule for their periodic deposit. This list does not include certain items required by OSI but to be deposited by OCD.

[] 25X1
Chief, Records Systems Branch

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Report for week ending 6 January 1954 from
REPORTS AND CORRESPONDENCE MANAGEMENT BRANCH

1. Writers' Guide

- a. Examined in detail samples of administrative reports and staff studies originated within ORR. Extracted numerous samples of subquality writing.
- b. Visited the Department of Interior Library and reviewed their books on writing.
- c. Revised samples of Agency writings to show how improvements can be made.
- d. Developed first draft of the staff study, "Improving the Writing Ability of Agency Personnel Through Published Guides." We expect to have the paper in final form by Friday of this week.

2. Reports Management Program Guide - Discussed with [redacted] (Comptroller's Office) and [redacted] (Regulations Control) our proposal to distribute copies of the Office of the Comptroller Reports Management Program Guide to Area Records Officers. Neither party objected. Discussed with [redacted] the method of reproducing copies. The photo-offset method was recommended since a clear copy is available for "shooting." Prepared the copy for this process.

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Chief, Reports and Correspondence
Management Branch

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Report of the RECORDS CENTER BRANCH for the week ending 6 January 1954

Agreement was reached with the GSO and Agency Classification Control Officer in regard to the method of reclassifying "Restricted" MIS Gazetteers. Center personnel will simply stamp each document once on the cover the following:

Declassified
Changed to: For Official Use Only
Authority : Memo from Chairman, His
Committee, 15 December 1953.

At the request of LD/CD, a visit was made to the National Archives to determine their "need to know" in respect to the publication [redacted]

in the past, [redacted] Branch, has received a copy and has maintained a record set of these lists, as well as similar earlier publications of GSO and GSS. However, since the classification of the publication has been raised from "Restricted" to "Confidential", [redacted] is no longer interested in receiving a copy.

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Ninety-seven mail bags of MIS material (approximately 200 cu. ft.) were returned by the Air Force. To date, the total volume of their returns is 300 cu. ft.

25X1 [redacted]

Chief, Records Center Branch

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	<u>This Week</u>	<u>Average Week Last Fiscal Year</u>
1. Microfilming		
Images Filmed - Rotary Camera	0	18,697
Flat-bed Camera	8,460	9,785
2. Mail Activities		
a. Post Office Mail		
Incoming	5,250	5,064
Outgoing	4,196	6,537
b. Postage expended	\$445.65	\$800.12
c. Scheduled courier trips	214	240
d. Special courier trips	53	55.3
e. Inter-Agency mail by courier		
Incoming	728	956
Outgoing	807	1,313
f. Personnel actions:		
Recruitments	0	-
Separations	0	-
g. Use of Motor Pool Vehicles:		
Available	0	-
Available but delayed	0	-
Not available	0	-